



CITY of BRISBANE

Parks and Recreation Commission Meeting Agenda

Wednesday, February 12, 2025 at 6:30 PM • 50 Park Place, Brisbane, CA

The public may observe/participate in Commission meetings using remote public comment options or attending in person. Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed in the agenda.

TO ADDRESS THE COMMISSION IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

Members of the public are encouraged to submit written comments before the meeting, to be discussed in Written Communications.

REMOTE PARTICIPATION

Members of the public may participate in the Commission meeting by logging into the Zoom Webinar listed below. Commission meetings may also be viewed live and/or on-demand via the City's YouTube Channel, youtube.com/brisbaneca, or on Comcast Ch. 27. Archived videos may be replayed on the City's website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will still continue if remote participation is available.

The agenda materials may be viewed online at brisbaneca.org/meetings at least 72 hours prior to a Commission meeting.

Remote Public Comments:

Remote meeting participants may address the Commission. Aside from commenting personally while in the Zoom Webinar, you can also use the call-in number. The public comments received will be noted for the record during Citizen Communications. We encourage you to email comments in advance of the meeting to jbondoc@brisbaneca.org since this email will not be monitored during the meeting. Emails received during the meeting will not be addressed and will not be brought to the attention of the Commission.

Join Zoom Webinar: brisbaneca.org/pr-zoom (please use the latest version: zoom.us/download)

Webinar ID: 920 4174 1911

Call-in Number: (669) 900-9128

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the Parks & Recreation Department (415) 508-2140 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Commissioners: Sims, Commerford, Davis, Greenlee, Ocampo, Seawell

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF AGENDA (Deletions, Additions, Changes)

4. APPROVAL OF MINUTES

A. January 8, 2025 (**Attachment**)

5. CITIZEN COMMUNICATIONS

6. PRESENTATIONS

B. n/a

7. OLD BUSINESS

C. Concerts in the Park Fundraising

8. NEW BUSINESS

D. Planning for Mental Health Awareness Month & Water Safety Month

9. REPORTS

E. Chairperson

F. Subcommittees (**Attachment**)

- a. Public Art Advisory Committee Meeting (Held on 1/21/25)
- b. Events Subcommittee Meeting (Held on 1/27/25)
- c. Concerts in the Park Subcommittee Meeting (Held on 1/30/25)
- d. Seniors Subcommittee Meeting (Held on 2/4/25)
- e. Setting Subcommittee Meetings

G. Commissioners

H. Staff

10. COMMISSION MATTERS

I. Written Communications

11. ADJOURNMENT

The next regularly scheduled meeting will be March 12, 2025.



Brisbane Parks and Recreation Commission Action Minutes

REGULAR MEETING

January 8, 2025

HYBRID COMMISSION MEETING, 50 PARK PL., BRISBANE, CA

CALL TO ORDER

Chairperson Sims called the meeting to order at 6:33pm.

ROLL CALL

Commissioners present: Sims, Commerford, Davis, Greenlee, Ocampo, Seawell

Staff present: Recreation Director Noreen Leek, Recreation Supervisor Houghton, Recreation Coordinator Franco, Administrative Assistant Bondoc

ADOPTION OF AGENDA

Commissioner Commerford moved, seconded by Commissioner Greenlee, to approve the January 8, 2025 agenda. The motion carried 6-0.

APPROVAL OF MINUTES

A. November 13, 2024

Commissioner Seawell moved, seconded by Commissioner Commerford, to approve the November 13, 2024 minutes. The motion carried 6-0.

CITIZEN COMMUNICATIONS

PRESENTATIONS

B. Thank you/Acknowledgment to Frank Kern for his service on the P&R Commission

Staff and Commission presented a formal acknowledgement and expressed their gratitude toward Frank Kern, who has transitioned from the Parks and Recreation Commission to the City Council.

C. Seniors Presentation

Recreation Coordinator Franco presented a slideshow on senior programming such as day-to-day activities, events, intergeneration programs, lunches, and trips. The Commission asked follow-up questions and discussed fitness ideas for seniors.

OLD BUSINESS

D. Festival of Lights debrief

The Commission had high praise for staff continuing to raise the bar for the 12/8/24 Festival of Lights. Staff commented that refreshments ran out given the event's best attendance to date.

E. Update regarding ongoing research of Parks & Recreation Foundations

The Commission touched upon the current repository of information gathered from neighboring Parks and Recreation Foundations.

NEW BUSINESS

F. Age-Friendly Action Plan Update

Staff and the Commission discussed the Age-Friendly Action Plan's domains and ideas for age-friendly initiatives.

G. Fundraising approach and strategies for 2025 Concerts in the Park series

Staff shared that donations fell short for the 2024 Concerts series and encouraged the Commission to brainstorm fundraising ideas. Suggestions included merchandise, raffles, alcohol sales, commissioner solicitations, and emphasizing that donations can be from individuals as well as businesses.

H. 2025 P&R Commission calendar draft

The Commission examined the draft calendar for 2025 and chose 3/15 for the Commissioner Workshop. In addition, the 6/11 off-site facilities tour could include local staircases and trails.

REPORTS

I. Chairperson

Chairperson Sims requested an update on the community pool's ongoing maintenance. She also gave shout-outs to Coordinator Sara Nahass Lopez and Supervisor Nicole Houghton for their inclusions in the California Parks and Recreation Society magazine.

J. Subcommittees

a. Public Art Advisory Committee Meeting (Held on 11/18/24, 12/10/24)

b. Setting Subcommittee Meetings

Events Subcommittee Meeting scheduled for 1/27/25 at 5:30pm.

Concerts in the Park Subcommittee Meeting scheduled for 1/30/25 at 4pm.

Seniors Subcommittee Meeting scheduled for 2/4/25 at 4:45pm.

K. Commissioners

Commissioner Davis asked for clarity on her role as the IDEA ad hoc subcommittee liaison.

L. Staff

Staff shared the latest on the 1/8 Sound Bath at the Sunrise Room, baseball registration, Winter Camp, Summer Camp registration on 2/4 for residents (2/18 for non-residents), youth art show at the library through 1/28, Life Unlocked survey, 1/16 Grandfriends, Crocker Trail and Mission Blue Center updates, 1/15 Teen Night, Graton Casino senior trip, 1/25 MOB Shop at Mission Blue Center, 1/31 middle school dance, and 2/8 events (Habitat Restoration, Artists' Evening of Sharing, and Parents' Night Out).

COMMISSION MATTERS

M. Written Communications

None

Parks and Recreation Commission

January 8, 2025

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ADJOURNMENT

Chairperson Sims moved to adjourn the meeting at 8:36pm. The next regularly scheduled meeting will be February 12, 2025.

PARKS & RECREATION COMMISSION SUBCOMMITTEES: Updated 2/3/2025

The purpose of designated subcommittees is to investigate specific topics of interest to the Parks & Recreation Commission. They are to gather information and develop proposed solutions which are then to be presented to the Commission at a regular or special meeting as determined by the Chairperson.

SUBCOMMITTEE

BRISBANE DERBY / DAY IN THE PARK
CONCERTS IN THE PARK
EVENTS
FESTIVAL OF LIGHTS
HABITAT RESTORATION
PUBLIC ART ADVISORY
RECREATION PROGRAMS
RECREATIONAL FACILITIES
SENIORS
TEEN SERVICES (YAC)
TRAILS DEVELOPMENT
SIERRA POINT PARK AD HOC
COMMUNITY PARK IMPROVEMENTS
FOUNDATION FEASIBILITY AD HOC
IDEA AD HOC

COMMISSIONERS

(3) DAVIS, GREENLEE, OCAMPO
(3) DAVIS, OCAMPO, SIMS
(3) GREENLEE, SEAWELL
(3) DAVIS, OCAMPO, SIMS
(3) COMMERFORD, OCAMPO, SIMS
(2) GREENLEE, SEAWELL
(3) COMMERFORD, OCAMPO, SIMS
(3) OCAMPO, SEAWELL
(3) COMMERFORD, DAVIS, SIMS
(3) COMMERFORD, SIMS
(3) COMMERFORD, GREENLEE
(1) COMMERFORD
(3) DAVIS, GREENLEE, OCAMPO
(3) COMMERFORD, SEAWELL
(1) DAVIS

STAFF

MONROY & FRANCO
FRANCO
HOUGHTON
HOUGHTON & RODAS
FRANCO & ETHELTON (W/OSEC)
LEEK (W/ COMMITTEE)
HOUGHTON & MONROY
LEEK & MONROY
HOUGHTON & FRANCO
HOUGHTON & NAHASS
LEEK
LEEK
LEEK & HOUGHTON
LEEK
LEEK

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